

Activity:	5.11 Conduct In-Stage Assessment
Responsibility:	Project Manager and Independent Reviewer
Description:	<p>An In-Stage Assessment (ISA) is an independent review of the work products and deliverables developed or revised during each stage of the project lifecycle. The independent reviewer is typically a member of the Quality Assurance Team who is assigned to the software project and conducts all of the ISAs for the project.</p> <p>An ISA does not require meetings with, or extra work by, the project team. All of the work products and deliverables needed for the review should be readily available in the Project File.</p> <p>Schedule at least one ISA prior to the Functional Design Stage Exit process. Additional ISAs can be performed during the stage, as appropriate. The completion of the Functional Design Document is an appropriate time to schedule an ISA.</p> <p>Provide the reviewer with copies of all work products developed or revised during the Functional Design Stage including the Project Plan. The reviewer assesses the work products and deliverables to verify the following:</p> <ul style="list-style-type: none">• The project is complying with the site's software engineering standards/best practices.• Sound project management practices are being used.• Project risks are identified and mitigated. <p>A description of the ISA process and the ISA report form are provided in the <i>In-Stage Assessment Process Guide</i>. A copy of the guide is provided in Appendix D.</p>
Note:	An ISA is an effective project management tool that is recommended for all projects regardless of size.
Work Product:	An ISA report form is prepared by the independent reviewer and is used to identify open issues that need to be resolved in this stage. The report is delivered to the project manager and a copy should be placed in the Project File.